



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Quotation (RFQ) for Provision of Promotional Products in Ethiopia

Solicitation # RFQ-20-049

May 27, 2020

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of Provision of Promotional Items in Ethiopia. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---|
| • Issuance of RFQ | May 27, 2020 |
| • Technical Questions/Inquiries Due | June 02, 2020, 5:00 p.m., Ethiopia Time |
| • Answers/Addenda from IFES | June 04, 2020 |
| • RFQ Closes | June 25, 2020, 5:00 p.m., Ethiopia Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective vendors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Elisa Velasco		Khurram Naz
Contracts and Grants Manager	and	Contracts and Grants Administrator
velasco@ifes.org		knaz@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.4 Submission

It is mandatory for prospective vendors to send responses in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest,

capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate bids based on the following criteria:

- 1. Price** **35%**
The total cost must be reasonable and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

- 2. Demonstrated variety and quality of merchandise** **30%**
Ability to provide quality products and services as required in the RFQ

- 3. Delivery Timeline** **25%**
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.

- 4. Experience & Past Performance** **10%**
Offers will be evaluated based on the vendor’s demonstrated experience and performance in completing work of comparable volume and quality and demonstrated in-house capacity to produce the required materials.

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

The contractor will provide a wide array of promotional products in order to expand the reach and visibility of IFES Ethiopia programming, particularly in support of NEBE outreach and training. The contractor will work under a basic ordering agreement, with task orders for specific types and amounts of products issued at various times and amounts over the course of a calendar year.

The prospective contractor will be required to undertake the entire production process and adhere to deadlines for both production and distribution set by IFES Ethiopia.

Bidders can list separately different types of promotional merchandise available and include product and quality specifications.

Bidders may include pricing based on different quantities than those listed in Attachment A for applicable items which would represent a lower unit costs as suggested by the contractor.

Responses must include sample images and/or video of promotional items produced for other clients and must also include references.

5 FUNCTIONAL REQUIREMENTS

5.1 Capacity

Prospective vendors must include information about their in-house capacity to determine their ability to complete bulk orders in short notice. This includes, but not limited to, number and type of machines, no. of shifts per day, availability during weekends and holidays, etc.

5.2 Timeline

Prospective vendors must submit a complete timeline showing the time required from the beginning of engagement to produce the products and/or deliver products, as required.

5.3 Geographic Code (applicable to USAID funding only)

IFES' project in **Ethiopia** is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 935 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all prospective vendors to consider products that fall under S/N Geographic Code 935 whenever possible.

5.4 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

5.5 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

5.6 Shipping

Prices offered must include cost of delivery to final destination within Addis Ababa, Ethiopia

5.7 Samples

After initial evaluation, prospective vendors may be requested to provide samples of certain products. Delivery of samples will be coordinated with the IFES team. At this time, IFES anticipates delivery will be made to its office at the following address:

IFES Ethiopia Haile G/Selassie Avenue (Waryt Building)
Yeka Sub City, Woreda 7, House No. 934
Addis Ababa, Ethiopia

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Company/Corporate registration, tax registration and VAT registration documents
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective vendors must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

As part of the bid, each prospective bidder is to fill in the pricing table in Attachment A with all quotes in local currency. Prospective vendors must agree to keep these prices valid for a minimum of 90 calendar days.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

No subcontracting is allowed under this solicitation.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Vendors Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]

**ATTACHMENT A
Pricing Table**

The types of products to be produced and supplied to IFES Ethiopia may include:

LOT A: Wearables						
Item Name	Specification/Services	Sizes	Quantities	Unit cost	Delivery in days	Delivery cost
Crew neck T-shirt	Material: Cotton printable Printing: Screen printing	Small	0-100			
			100-500			
			500 and above			
		Medium	0-100			
			100-500			
			500 and above			
		Large	0-100			
			100-500			
			500 and above			
Polo T-shirt with collar	Material: Cotton printable Printing: Screen printing	Small	0-100			
			100-500			
			500 and above			
		Medium	0-100			
			100-500			
			500 and above			
		Large	0-100			
			100-500			
			500 and above			
Caps (adjustable)	Material: Cotton printable Printing: Screen printing Size: 174.625– 200 mm	Adult	0-100			
			100-500			
			500 and above			
Wrist bands	Material: Rubber printable Printing: Screen printing 1/2" wide wristband	Standard Adult	0-100			
			100-500			
			500 and above			
Vests	Material: 2 ribbons; polyester printable Printing: Both sides Size: W 49.3 cm x L 68.4 cm	Standard Adult	0-100			
			100-500			
			500 and above			

LOT B: Promotional Items						
Item Name	Specification/Services	Sizes	Quantities	Unit cost	Delivery in days	Delivery cost
Paper Bags	Material: Kraft paper (200-250 gms) printable Printing: One side	22 x 11 x 30 cm	0-500			
			500-1,000			
			1,000 and above			

Cotton Tote Bags	Material: Cotton printable. Printing: One side	42 cm x 37 cm	0-500			
			500-1,000			
			1,000 and above			
Plastic Bags	Material: 1-1.5 mil plastic printable Printing: One side	W12 x D7 x L22 in	0-1,000			
			1,000-50,000			
			50,000 and above			
Mugs	Material: Ceramic printable Printing: One side Size: 7.9cm X 9.3cm	Standard	0-100			
			100-500			
			500 and above			

LOT C: Stationery Items						
Item Name	Specification/Services	Sizes	Quantities	Unit cost	Delivery in days	Delivery cost
Badges	Plastic Round Badges (with safety clip in the back) Printing: One side	45 mm	100-1,000			
			1,000-5,000			
			5,000 and above			
Badges & Lanyards	Plastic Transparent Badge Holders & Lanyards. Printing on card and lanyards	Standard	0-100			
			100-500			
			500 and above			
Pens	Good quality printable pens Printing: Screen printing	Standard	0-1,000			
			1,000-50,000			
			50,000 and above			
Pencil	Good quality printable pencils Printing: Screen printing	Standard	0-1,000			
			1,000-5,000			
			50,000 and above			
Spiral Notebook	Sheets 96, inner leaves 80 gms, cover 130 gms with ribbon. Title printing required	A5	0-1,000			
			1,000-50,000			
			50,000 and above			
Table Calendar	7 full color leaves each printed both sides landscape style & wire bound. IFES to provide the design.	139 mm x 114.3 mm	0-100			
			100-500			
			500 and above			
USB flash drive	Good quality product Plain printable surface Screen printing one side	4 GB Capacity	0-100			
			100-500			
			500 and above			
	Good quality product Plain printable surface Screen printing one side	8 GB Capacity	0-100			
			100-500			
			500 and above			
	Good quality product Plain printable surface Screen printing one side	16 GB Capacity	0-100			
			100-500			
			500 and above			